

MEMORANDUM FOR MPFs/DPMs

FROM: HQ ARPC/DPBB  
6760 E Irvington Place #2020  
Denver CO 80280-2020

SUBJECT: FY04 Air National Guard Line and Nonline Major and Lieutenant Colonel; Air Force Reserve JAG and Chaplain Major and Lieutenant Colonel Promotion Selection Boards.

The FY04 Air National Guard Line and Nonline Major and Lieutenant Colonel and the Air Force Reserve JAG and Chaplain Major and Lieutenant Colonel Promotion Selection Boards are tentatively scheduled to convene 22 April 2003 at the Air Reserve Personnel Center. The tentative eligibility criteria is as follows:

Air National Guard (ANG)	
Promotion to:	Date of Rank (DOR)
Major	30 Sep 97 or earlier
Lieutenant Colonel	30 Sep 97 or earlier

US Air Force Reserve (USAFR)		
Promotion to:	Board Type	Date of Rank (DOR)
Major and Lieutenant Colonel	Mandatory Selected Reserve *	30 Sep 97 or earlier
	Mandatory Non Selected Reserve **	
	Position Vacancy	30 Sep 99 or earlier

\*SelRes categories include eligible reserve officers assigned as Unit Traditional, Air Reserve Technicians, Air Guard Reserve (AGR), Individual Mobilization Augmentees, and Selective Service.

\*\*NonSelRes categories include eligible reserve officers assigned in the Standby Reserve or Individual Ready Reserve (IRR).

Reserve Active Status List (RASL): **all officers** must have been on the RASL or active duty list, or a combination of both, continuously for at least one year before the convening date of the mandatory board. Any Guard or Reserve service performed, except by members on the Inactive Status List Reserve Section (ISLRS), in the inactive Guard or Retired Reserve section, qualifies as time on the RASL.

PV: AFI 36-2504, *Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force*, Chapter 2 provides information on vacancy determination and eligibility criteria in addition to the DOR mentioned earlier. Officers whose records are meeting a mandatory board are not eligible for PV consideration. Officers eligible for PV consideration **are no longer required** to be assigned to the Selected Reserve for one year prior to the board convening date. However, officers eligible for PV

consideration must have been on the RASL or active duty list, or a combination of both, continuously for at least one year before the convening date.

Officers with a RASL removal date of 21 Jul 03 or later are eligible for promotion consideration.

MPFs can identify eligible officers using the "Reports Processing" menu in the Promotion Recommendation and In-board Support Information Management (PRISM) System. PRISM is updated daily. Any additions or deletions can be determined by checking PRISM until board convening date. Board IDs are as follows:

Promotion to:	Service Component:	Board Type	Board IDs
Major	ANG	Mandatory	A0404A
	USAFR	Mandatory SelRes	V0404B
		Mandatory NonSelRes	W0404B
		*Position Vacancy	U0404B
Lieutenant Colonel	ANG	Mandatory	A0504A
	USAFR	Mandatory SelRes	V0504A
		Mandatory NonSelRes	W0504A
		*Position Vacancy	U0504A

\*PRISM will identify potential eligibles by DOR only. MPFs and Program Managers must verify if officers are occupying a higher-grade position.

**IMPORTANT NOTE:** The fact that an officer's name appears on the listing of PV eligibles does not mean he or she is being considered for PV promotion. Eligible officers whom senior raters want considered must be nominated according to procedures described elsewhere in this letter. After the due date for PV nominations has passed (7 Mar 03), the PRISM listing will be edited to reflect only those officers for whom PV nominations have been received.

A Chronological Listing of Milestones to help in preparation for the boards is at Atch 1, and a listing of the most senior and junior officers, IPZ, by DOR, who will meet the board is at Atch 2.

**Selective Continuation:** Current Air Force Reserve policy is to continue twice or more deferred captains and majors in the Selected Reserve to 20 and 24 years Total Federal Commissioned Service, respectively. Although we cannot make guarantees, all indications are continuation will be similarly offered on this board for Air Force Reserve officers. Commanders of officers who they deem not qualified for continuation should review the procedures in AFI 36-2504, *Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force*, Chapter 10.3.2.

**Officer Preselection Brief (OPB):** OPBs will be available for officers meeting the mandatory board on or about 2 Dec 02. HQ ARPC will inform MPFs by message and PRISM Today's News when OPBs are generated. Upon receipt and accountability, forward the OPBs to the eligible officers along with the instructions provided at Atch 3. Once generated, OPBs will only remain in your Report Queue for 14 calendar days. It is important to pull OPBs immediately upon receipt. MPFs will have to individually request OPBs if they fail to pull them within the first 14 days.

Officers currently assigned to non-participating reserve sections will receive an OPB from HQ ARPC via mail to their home address.

Senior raters wishing to nominate USAFR officers for PV consideration should notify the officer of the intent and inform the officer to obtain an OPB from their servicing MPF. The nominee must review the OPB to ensure his or her record is accurate before it meets the board.

**Advanced Academic Degree (AAD) Data Masking:** Under Air Force policy, AAD data will be masked on the officer selection brief at promotion boards considering line officers for promotion to major. AAD is defined as a degree above and beyond that required for entry into an individual specialty. Thus, the selection brief will reflect only baccalaureate and lesser degree data. If an officer has two bachelor's degrees, both will be shown. AAD data is not masked for nonline officers. Senior raters may still consider AAD as one of the several whole-person factors.

**Professional Military Education (PME):** PME above the appropriate level for the officer's grade is masked from promotion boards. For promotion to major PME above SOS and to lieutenant colonel PME above ISS is masked.

**Letters to the Board:** Eligible officers may correspond by letter with the board calling attention to any matter of record concerning themselves that they believe important to their consideration. Letters must be submitted in good faith and contain accurate information to the best of the officer's knowledge and must be signed by the officer and include social security number. After the boards adjourn, copies of the letters will be retained in the Master Personnel File and will be available for historical, legal and appeal purposes only and will be available to individuals who have a need to know. If a stamped, self-addressed envelope is provided, the original letter will be returned. In accordance with AFI 36-2504, paragraph 4.7.2, the boards will not consider letters received after 0800 on **22 April 2003**. Attachment 4 provides more information. Letters will be addressed as follows:

Board President, FY04 Air National Guard Line and Nonline Major and Lieutenant  
Colonel; Air Force Reserve JAG and Chaplain Major and Lieutenant Colonel Promotion  
Selection Boards  
HQ ARPC/DPBA  
6760 E. Irvington Place #2010  
Denver CO 80280-2010

**Promotion Recommendation Forms (PRFs):** Senior raters in both Air Force Reserve and Air National Guard will use the AF Form 709, PRF, for making promotion recommendations for Line and Nonline officers competing for promotion to lieutenant colonel. PRF shells will be generated to facilitate preparing PRFs and will flow to the servicing MPF of the senior rater on or about 2 Dec 02. All officers competing for lieutenant colonel must have PRFs except officers assigned to the Nonparticipating IRR and Standby Reserve; officers assigned between reserve components after the PRF accounting date, 22 Nov 02; or officers assigned from a nonparticipating reserve section or the Regular Air Force, to a participating reserve assignment after the PRF accounting date, 22 Nov 02.

Senior Raters in the Air Force Reserve will use the PRF to nominate officers for PV promotion to all grades.

**Instructions for completing PRFs:** Attachment 5 is a sample letter to senior raters providing instructions on completing the PRF. Forward completed mandatory board PRFs to HQ ARPC/DPBR-2, 6760 E Irvington Pl #2030, Denver CO 80280-2030 no later than **22 Mar 03**. In accordance with AFI 36-2406, para 8.2.1.2, completed PRFs for PV consideration must arrive at HQ ARPC no later than **7 Mar 03** (45 days prior to board convening date). Forward all PV PRFs to HQ ARPC/DPBA, 6760 E Irvington Pl



#2010, Denver CO 80280-2010. (**NOTE: Mandatory board PRFs required for promotion to lieutenant colonel only.**)

**Not Qualified for Promotion:** MPFs should immediately notify their MAJCOMS and this headquarters (via message) of any commander initiating Not Qualified for Promotion action. Promotion propriety actions are processed according to AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, Chapter 7.

**Definition of Senior Rater:** For the Air Reserve Component, the senior rater is the evaluator who completes the PRF. For the purpose of the PRF, the senior rater for officers competing for promotion to lieutenant colonel and below must be at least a colonel serving as a wing commander or equivalent as determined by the management level.

**Records of Performance (ROPs) and Duty Qualification History Brief (DQHB):** AFI 36-2402, Attachment 1, describes the contents of the ROP. As a result of the 1995 OES review, CSAF has approved senior rater consideration of whole person factors and approved the use of a DQHB, which is now part of the ROP. The DQHB is available to MPFs to provide the information to senior raters.

a. **USAFR unit assigned and AGR officers:** The MPF serving the senior rater will provide ROPs and DQHBs (SURF "RSDQ HB") to the senior rater.

b. **IMAs, other individual reservists (e.g., Cat E), and PV eligibles:** HQ ARPC/DPBR-2 will provide ROPs on IMAs and other individual reservists. In addition, DPBR-2 will provide ROPS on PV nominees if requested (see "ROP Request" at [http://arpc.afrc.af.mil/promo/rop\\_request.htm](http://arpc.afrc.af.mil/promo/rop_request.htm)) (DSN 926-7475).

**Officer Performance Reports:** For officers to receive fair and full consideration, it is imperative that reports due before the board convenes be completed and submitted on time.

a. **Mandatory Boards:** Annual and Change of Reporting Official Reports closing 21 Jan 03 and earlier must be in file before the board convenes. **FOR THE MAJOR PROMOTION BOARD ONLY:** HQ USAF/RE and NGB/CF has established 21 Jan 03 as the closeout for Directed by Headquarters (DBH) (reserve) and Directed by National Guard Bureau (DBNGB)(ANG) reports on officers without current performance documentation. All officers whose record meets the following criteria will require a DBH/DBNGB report except Reserve of the Air Force (RESAF) officers eligible for promotion to lieutenant colonel. For these officers, the PRF eliminates the requirement for DBH/DBNGB reports. All requirements for points and period of supervision are waived (AFR 36-2402, Table 3-3, Rule 12). DBH/DBNGB reports must reach this headquarters no later than **7 Mar 03**. A DBH/DBNGB report is required if the most current report is projected to close out between **22 Jan 03 and 21 Apr 03**, or if the most current report on file is an AF Form 77 documenting a gap in the record of performance, or an AF Form 475 documenting training of less than 20 weeks duration. The close out date for DBH/DBNGB reports will be 21 Jan 03.

b. **PV Boards:** Current performance documentation is especially important for officers nominated for PV promotion. It is very difficult for promotion board members to evaluate selection records without it. Confirm the completion of outstanding OPRs before the PV nomination is submitted.

**Action Officers:**

SUBJECT:	POC:	DSN:	TOLL FREE EXT.
Eligibility / PV PRFs	Mr. Mondragon, HQ ARPC/DPBA	926-6398	71281
Officer Selection Records	Mr. Evans, HQ ARPC/DPBR-1	926-6340	71221
OPRs/ROPs	TSgt Labbe, HQ ARPC/DPBR-2	926-7475	71340
All other matters	MSgt Willoughby, HQ ARPC/DPBB	926-6351	71280

*Donna M.G. Pike*

DONNA M.G. PIKE, Captain, USAF  
Chief, Board Secretariat Division

**Attachments:**

1. Milestones
2. Junior and Senior Officers
3. Instruction Sheet for Review of Preselection Brief
4. Guidelines for Personnel Letters to the Promotion Board
5. Instructions for Completing PRFs

### **Milestones**

- 5 Nov 02 Approximate date mandatory board data created in PRISM (board build)
- 2 Dec 02 Officer Preselection Briefs arrive at MPFs via MILMOD PRISM in "Report Queue"
- 2 Dec 02 PRF notices for the lieutenant colonel mandatory promotion board only arrive at MPFs via MILMOD PRISM in "Report Queue"
- 21 Jan 03 Directed by Headquarters/NGB reports close out date
- 7 Mar 03 PRFs nominating officers for position vacancy promotion due to HQ ARPC/DPBA
- 7 Mar 03 Directed by Headquarters/NGB reports due to HQ ARPC
- 22 Mar 03 PRFs required for lieutenant colonel mandatory board due to HQ ARPC/DPBR-2
- 16 Apr 03 Earliest date messages will be accepted to update OSBs for officers meeting the board
- 18 Apr 03 Officer Selection Briefs (OSBs) extracted for the board
- 22 Apr 03 Board convenes at HQ ARPC
- 25 July 03 Approximate date public release of promotion results

## JUNIOR AND SENIOR OFFICER IN THE PROMOTION ZONE

In accordance with Title 10, USC, Section 14105, the following information is provided regarding the name and date of rank of the junior officer and of the senior officer, Air National Guard, Air Force Selected Reserve (SelRes), and Other than Selected Reserve (NonSelRes) in the promotion zone as of the date of this letter.

<b><u>TO MAJOR:</u></b>		<b><u>Junior Officer Name/DOR</u></b>	<b><u>Senior Officer Name/DOR</u></b>
Line	ANG	Seely, David V. / 970923	Bower, Fredrick S. / 890723
Chaplain	ANG	Brown, Ossie T. Jr. / 960303	Owens, Harold B. / 941214
	USAFR SelRes	Williams, Marvin / 970919	Givens, Richard R. II / 961227
	USAFR Non SelRes	Street, Carla A. / 970607	Bray, Bradford N. / 960117
Dental Corps	ANG	Wichmann, Eugen G. / 970926	Racz, Patrick J. / 921230
JAG	ANG	Butler, Brian P. / 960601	Sonnenberg, Robert T. / 960522
	USAFR SelRes	Curtis, Deborah A. / 970805	Bosco, David D. / 901028
	USAFR Non SelRes	Desautelle, Maria B. / 970930	Fraser, James C. / 960112
Medical Corps	ANG	Nocilla, Frank J. / 970808	Lee, Andrew J. / 940830
Nurse Corps	ANG	Howard, Patrick J. / 970921	Bowen, Mark T. / 950916
MSC	ANG	Underwood, Joy D. II / 970802	Arends, Jerry A. / 910616
BSC	ANG	Cassidy, Gregory C. / 970301	Smith, Philip A. / 951207
<b><u>TO LIEUTENANT COLONEL:</u></b>			
Line	ANG	Motz, Ward L. / 970930	Sullivan, Eric R. / 850412
Chaplain	ANG	Bejian, Timothy C. / 970817	Pleiness, Gregg A. / 961119
	USAFR SelRes	McNamara, Martin H. / 970930	Meister, George E. / 961114
	USAFR Non SelRes	Havrilak, Gregory C. V / 950516	Havrilak, Gregory C. V / 950516
Dental Corps	ANG	<i>No eligibles</i>	<i>No eligibles</i>
JAG	ANG	Matheny, Timothy D. / 970701	Botha, Darlow G. Jr. / 970124
	USAFR SelRes	Clark, David E. / 970917	Dicenso, David J. / 961001
	USAFR Non SelRes	Dunn, Steven J. / 970901	Sparks, Thomas R. / 961101
Medical Corps	ANG	Ahlstrom, Jon W. / 970702	Weeden, Victor W. / 880815
Nurse Corps	ANG	Schuldt, Susan A. / 970921	Myronpalome, Marian F. / 961010
MSC	ANG	Sakamoto, Steven M. / 970814	Nelson, Fred L. / 961127
BSC	ANG	Kozak, Chester B. II / 970824	Eng, Thomas M. / 961102



## INSTRUCTIONS FOR CORRECTION OF OFFICER PRESELECTION BRIEF (OPB)

It is your responsibility to ensure the accuracy of your record (specifically, the portion that will be reviewed by the promotion board) prior to the board convening. As a minimum, you should review your pre-selection brief following the instructions listed below. Errors left uncorrected could have a negative effect on your promotion opportunity. Therefore, these errors must be addressed in a timely manner. You will not be considered by a Special Selection Board if, in exercising reasonable diligence, you should have discovered an error or omission in your record and could have taken timely corrective action.

If you require no changes, no action is necessary. Review each data item to ensure it's accurate and complete. Print any correction(s) legibly next to the incorrect data. Return the brief (along with documentation to support the change) to your servicing MPF. **For personnel assigned to ORS, NNRPS, and NARS Reserve Sections:** The phone numbers in the Offices of Primary Responsibility column are the numbers you should contact to address problems with your OPB.

Section	Description	OPR / POC:
<b>PERSONAL DATA</b>		
<b>NAME; SSN; SEX; RACE; ETHNIC</b>	Self Explanatory	HQ ARPC/DPSSA 1-800-525-0102 Ext: 71388
<b>HAF</b>	Identifies HQ USAF computer file where your record resides	N/A
<b>ARF-ID</b>	Air Reserve Forces Identifier. Further delineates your reserve assignment	N/A
<b>RES SECTION</b>	The section you are assigned to, i.e., Nonaffiliated Reserve Section; Obligated Reserve Section; Non-obligated, Nonparticipating Ready Personnel Section	HQ ARPC/DPAFV 1-800-525-0102 Ext: 71307
<b>SOURCE OF COMMISSION</b>	Reflects how you received your commission, e.g., "DP-Civ" is a direct commission from civilian status, "DP-Mil" is a direct commission from military status, "AF-Acad" is the Air Force Academy, etc.	HQ ARPC/DPABA 1-800-525-0102 Ext: 71291
<b>AERONAUTICAL / FLYING DATA</b>		
	If you are not a rated officer, this will read "non-applicable." The aeronautical rating and aviation service code should appear for all rated officers. Rated officers who have not performed rated duties within the last 5 years are disqualified from aviation service when they reach the five-year point	HQ ARPC/DPAFF 1-800-525-0102 Ext: 71295



<b>PROFESSIONAL MILITARY EDUCATION</b>		
	<p>Reflects last four Professional Military Education (PME) courses completed, the method of completion (residence/correspondence), and year of completion. PME courses include Squadron Officers School, Air Command and Staff College, Armed Forces Staff College, Air War College, Industrial College of the Armed Forces, and National War College. Comparable courses offered by other services or foreign governments are acceptable only if completed in-residence. Prior service members can get PME credit if they attend an equivalent PME course. Technical or specialty courses and short courses are not PME. PME above the appropriate level for the officer's grade is masked from promotion boards. For promotion to captain, ALL PME is masked; to major, PME above SOS is masked, and to Lt Col, PME above ACSC is masked. If verification cannot be made through the ECI computer system, or you have completed PME from another service, you are required to submit a copy of the course completion certificate/diploma directly to HQ AU/CFRO; Officer PME Branch; 60 Schumacher Ave; MAFB, AL 36112 -- AF Forms 475, Diplomas and DD Forms 214 are accepted as verification of PME completion -- Ensure your SSN is reflected on any source document provided. DSN 493-4814/4776 FAX 493-8127</p>	<p>HQ AU/CFRO DSN 493-4776 or Comm: (334) 953-4776.</p>
<b>AFSC DATA</b>		
	Reflects primary, secondary, and tertiary AFSCs.	<p>HQ ARPC/DPAT 1-800-525-0102 Ext: 71330</p>
<b>ACADEMIC EDUCATION</b>		
	<p>Reflects your two most recent levels of education, to include your academic specialty. The Air Force Institute of Technology (AFIT) is the single input source for updating academic education. All correspondence to AFIT should include a statement indicating the name and date of board you are meeting. An Official Transcript is required for changes/updates. AFIT/RRE, 2950 P St., Bldg 641, Wright-Patterson AFB OH 45433-7765.</p>	<p>AFIT/RRE DSN 785-6231 ext. 3189 or Comm: (937) 255-6231 ext. 3189</p>
<b>DECORATIONS</b>		
	<p>Reflects the decorations you have been awarded, the year of the most recent award, and the number of times you have been awarded the decoration. Decorations include the Air Force Achievement Medal and all those higher in precedence; i.e., Commendation Medals, Meritorious Service Medals, Bronze Star, Silver Star. Only decorations are listed; awards are not listed.</p>	<p>HQ ARPC/DPSSP 1-800-525-0102 Ext: 71343</p>
<b>ASSIGNMENT HISTORY</b>		
	Reflects your duty assignments, including duty AFSC. There is a maximum of 10 entries.	<p>HQ ARPC/DPBR-1 1-800-525-0102 Ext: 71222</p>
<b>PARTICIPATION SUMMARY / HISTORY</b>		
	<p>If you were participating in a Reserve of the Air Force assignment, even if you are currently in a nonparticipating assignment, a point history should be printed on your brief. Data shown includes:</p> <ol style="list-style-type: none"> <li>The last 8 years of service</li> <li>Total points accrued through the closeout of the last Retention/Retirement (R/R) year</li> <li>Points accrued since closeout of the last R/R year</li> <li>Points since prior service, if any, in the current R/R year.</li> </ol> <p>If you entered the Reserves from EAD and have not participated in a point earning assignment since your release from extended active duty, a point history will not be shown.</p>	<p>HQ ARPC/DPPKA 1-800-525-0102 Ext: 71331</p>

## **GUIDELINES FOR YOUR PERSONAL LETTER TO THE PROMOTION SELECTION BOARD**

There is no textbook method for writing a letter to the Promotion Selection Board. You may want to refer to AFH 37-137, *Tongue and Quill*, for letter formats and Air Force writing tips. Below are some requirements for such letters and some hints from previous board members.

1. You may send written communication to the board calling attention to any matter that you consider important to your case. Send your letter to the address in paragraph 2, to arrive at least 30 days before the date the board convenes (allow 10 days for mailing). In accordance with AFI 36-2504, paragraph 4.7.2, letters must be received not later than 0800 the date on which the board convenes (22 April 03).
2. Address your letter to: Board President, FY04 Air National Guard Line and Nonline; Air Force Reserve JAG and Chaplain Major and Lieutenant Colonel Promotion Selection Boards  
HQ ARPC/DPBA  
6760 E. Irvington Place #2010  
Denver CO 80280-2010
  - a. Make your letter brief with clear, concise, and factual statements. A single page, typed in bullet format, is recommended. The boards will not consider letters written by others on behalf of any officer.
  - b. While attachments to your letter are not prohibited, do not attach anything that may become or is already a part of your record such as PRF, OPR, or decoration narratives. Attachments are not encouraged unless they provide significant, new information that cannot be included in the basic letter.
  - c. Explain, rebut, refute, or mitigate matters that are in your record if applicable. Caution: There are administrative methods to have OERs/OPRs removed from your record (AFI 36-2401). Use these methods, if appropriate, rather than a letter to the board.
  - d. A letter is helpful if any information is missing from your record or if there are gaps in your record. Some examples include: 1) You are currently or were recently in a nonparticipating status (why, and are you seeking a participating assignment); 2) You have insufficient active or inactive duty tour points or points for retirement, especially in recent years (what happened?); 3) You lack the appropriate level of PME (are you working on it?). You may also wish to mention specific achievements not mentioned in OPRs or in the selection folder. Keep in mind that your selection folder already contains documents reflecting points earned, effectiveness/performance and training reports, approved citations for decorations, and a selection brief.
3. The staff of the Selection Board Secretariat (HQ ARPC/DPB) will return letters received after the board convenes. They will not return letters reviewed by the board unless you request it and provide a stamped, self-addressed envelope. Copies of letters will be filed in the Master Personnel File after the boards adjourn.
4. Please make sure you sign your letter and include your Social Security Number on your letter to ensure that it will be properly filed in your selection folder.

## INSTRUCTIONS FOR COMPLETING PROMOTION RECOMMENDATION FORMS (PRFs)

Senior raters in both Air Force Reserve and Air National Guard will use the AF Form 709, PRF, for making promotion recommendations for Line and Nonline officers competing for promotion to lieutenant colonel. PRF shells will be generated to facilitate preparing PRFs and will flow to the servicing MPF of the senior rater on or about 2 Dec 02. All officers competing for lieutenant colonel must have PRFs except officers assigned to the NonSelRes; officers assigned between reserve components after the PRF accounting date, 22 Nov 02; or officers assigned from a nonparticipating reserve section or the Regular Air Force, to a participating reserve assignment after the PRF accounting date, 22 Nov 02.

Senior Raters in the Air Force Reserve will use the PRF to nominate officers for PV promotion to all grades.

**IMPORTANT NOTE:** Recent change eliminated the OES policy prohibiting PME and AAD "completion of/enrollment in" comments on field grade PRFs. Senior raters now have the flexibility to document all PME and AAD on PRFs for mandatory promotion boards considering officers for promotion to lieutenant colonel and colonel, and for PV boards considering officers for major, lieutenant colonel, and colonel. The policy for PRFs used to nominate captains for PV will remain unchanged.

Complete the AF Form 709 as described in AFI 36-2406 para 8.2. The sample PRF at Atch 1 is for PRFs on officers being considered for promotion to lieutenant colonel by the mandatory board. The sample at Atch 2 is for PRFs nominating officers for position vacancy promotion and applies only to Air Force Reserve.

If you choose to nominate an officer for position vacancy consideration, inform the officer and instruct them to obtain an Officer Preselection Brief (OPB) from their servicing MPF. The nominee must review the OPB to ensure his or her record is accurate before it meets the board.

Provide a copy of the PRF to the ratee, or nominee, about 30 days before the board convenes.

For officers to receive fair and full consideration, it is imperative that Officer Performance Reports (OPRs) due before the board convenes be completed and submitted on time. It is very difficult for promotion board members to evaluate selection records that do not contain current performance documentation. Please confirm the completion of outstanding OPRs before the PRF is submitted.

### Attachments

1. Sample PRF, mandatory board
2. Sample PRF, position vacancy board



Attachment 1, Sample PRF, Mandatory Board

PROMOTION RECOMMENDATION			
<b>I. RATEE IDENTIFICATION DATA</b> (Read AF 36-2406 carefully before filling in any item)			
1. NAME (Last, First, Middle Initial) SMITH, John P.	2. SSN 123-45-6789	3. GRADE See notes	4. DAFSC 36P3
5. ORGANIZATION, COMMAND, LOCATION Self explanatory			6. PAS CODE See notes
<b>II. UNIT MISSION DESCRIPTION</b> Complete IAW AF 36-2406. Do not use "Same as last OPR"			
<b>III. JOB DESCRIPTION</b>			
1. DUTY TITLE: Complete IAW AF 36-2406. Do not use "Same as last OPR"			
2. KEY DUTIES, TASKS, RESPONSIBILITIES: Complete IAW AF 36-2406. Do not use "Same as last OPR"			
<b>IV. PROMOTION RECOMMENDATION</b> Use concise "bullet" format  See notes before completing sections IV, V, VI, VII, and IX			
<b>V. PROMOTION ZONE</b>  BPZ <input type="checkbox"/> IAPZ <input type="checkbox"/>	<b>VI. GROUP SIZE</b>  See notes	<b>VII. BOARD</b>  See notes	<b>VIII. SENIOR RATER ID</b>  Enter 5 character SRID
<b>IX. OVERALL RECOMMENDATION</b>  DEFINITELY PROMOTE <input type="checkbox"/>  PROMOTE <input type="checkbox"/>  DO NOT PROMOTE THIS BOARD <input type="checkbox"/>		<b>X. SENIOR RATER</b> NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION  Self explanatory DUTY TITLE  Self explanatory SSN <input type="text"/> SIGNATURE <input type="text"/>	
<b>Instructions</b> Review previous OERs, OPRs, Education/Training Reports, and Supplemental Evaluation Sheets. Evaluate the officer's performance and assess his or her potential. Write Promotion Recommendation (Section IV) in concise "bullet" format. Enter only the last four numbers of senior rater's SSN.  Provide an accurate, unbiased assessment free from consideration of race, sex, ethnic origin, age, religion, or marital status.  Provide the officer a copy of this report approximately 30 days prior to the board for which this report is prepared.			

AF FORM 709, 20000601 (EF-V1)

PREVIOUS EDITION IS OBSOLETE.

FOR OFFICIAL USE ONLY (When filled in)

**NOTES:**

**Section I, item 3, GRADE:** Include (NON EAD) for Reserve officers except Active Guard Reserve officers. For Active Guard Reserve officers (AGR)

**Section I, item 6, PAS CODE:** Enter the Unit of Assignment PAS code as of the PRF accounting date (22 Nov 02)

**Section IV, PROMOTION RECOMMENDATION:** Comments are mandatory.

**Section V, PROMOTION ZONE:** Leave blank

**Section VI, GROUP SIZE:** Hand write the rank order for all officers awarded a "Definitely Promote (DP)" recommendation within each competitive category (e.g. line, judge advocate, nurse, etc). For example: 2/5/10; the officer is ranked number 2 of 5 officers awarded a DP. The senior rater has 10 officers in that competitive category meeting the Promotion Selection Board. For officers awarded other than a DP, leave GROUP SIZE blank.

**Section VII, BOARD:** If ANG, enter A0504A; USAFR, -Selected Reserve, (enter V0504A;); USAFR OTSR, enter W0504A

**Section IX, OVERALL RECOMMENDATION:** Hand write an "X" in the appropriate block. **There is no quota on the number of eligible officers who may be awarded a DP recommendation.**



## Attachment 2, Sample PRF, Position Vacancy Nomination

PROMOTION RECOMMENDATION			
<b>I. RATEE IDENTIFICATION DATA</b> (Read AFI 36-2406 carefully before filling in any item)			
1. NAME (Last, First, Middle Initial) JONES, DAVID W.	2. SSN 123-45-6789	3. GRADE See notes	4. DAFSC 11S4
5. ORGANIZATION, COMMAND, LOCATION Self explanatory			6. PAS CODE See notes
<b>II. UNIT MISSION DESCRIPTION</b> Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
<b>III. JOB DESCRIPTION</b>			
1. DUTY TITLE: Complete IAW AFI 36-2406. Do not use "Same as last OPR" Position Vacancy #: 12345673I			
2. KEY DUTIES, TASKS, RESPONSIBILITIES: Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
<b>IV. PROMOTION RECOMMENDATION</b> Use concise "bullet" format  See notes before completing sections IV, V, VII, IX			
<b>V. PROMOTION ZONE</b> BPZ	<b>VI. GROUP SIZE</b> Leave Blank	<b>VII. BOARD</b> See notes	<b>VIII. SENIOR RATER ID</b> Enter 5 character SRID
<b>IX. OVERALL RECOMMENDATION</b>  <div style="border: 1px solid black; padding: 5px; text-align: center;">LEAVE BLANK</div> DEFINITELY PROMOTE <input type="checkbox"/> PROMOTE <input type="checkbox"/> DO NOT PROMOTE THIS BOARD <input type="checkbox"/>		<b>X. SENIOR RATER</b> NAME, GRADE, BR OF SVC, ORGN, COMID & LOCATION  Self explanatory DUTY TITLE Self explanatory SSN <input type="text"/> SIGNATURE <input type="text"/>	
<b>Instructions</b> Review previous OERs, OPRs, Education/Training Reports, and Supplemental Evaluation Sheets. Evaluate the officer's performance and assess his or her potential. Write Promotion Recommendation (Section IV) in concise "bullet" format. Enter only the last four numbers of senior rater's SSN.  Provide an accurate, unbiased assessment free from consideration of race, sex, ethnic origin, age, religion, or marital status.  Provide the officer a copy of this report approximately 30 days prior to the board for which this report is prepared.			

AF FORM 709, 20000601 (EF-V1)

PREVIOUS EDITION IS OBSOLETE.

FOR OFFICIAL USE ONLY (When filled in)

**NOTES:**

**Section I, item 3, GRADE:** Include (NON EAD) for Reserve officers except Active Guard Reserve officers. For Active Guard Reserve officers include (AGR).

**Section I, item 6, PAS CODE:** Enter the Unit of Assignment PAS.

**Section III, item 1, Duty Title:** Include the position number the nominee is nominated for.

**Section IV, PROMOTION RECOMMENDATION:** Comments are mandatory

**Section V, PROMOTION ZONE:** Leave blank.

**Section VII, BOARD:** Major's board U0404B, Lieutenant Colonel's board U0504A.

**Section IX, PROMOTION RECOMMENDATION:** Leave blank.